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Influenza Informed Consent Form

280 Heritage Ave. Portsmouth, NH 03801 Phone: 1-800-371-8384

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Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Our commitment is to serve our customers with professionalism and caring, being sure to protect the privacy of all Protected Health Information. Protected Health Information (PHI includes both your medical and individually identifiable information such as your name, address, phone number, or social security number). We do not sell or divulge our customers' PHI to marketing agencies or any other organization. WE are required, by our policy and laws regarding privacy practices, to protect your PHI and give you this notice about our privacy practices, our legal duties, and your rights as they pertain to your PHI. We will protect your PHI by

- Maintaining and enforcing Policies and Procedures that ensure the physical security of your PHI.
- Limiting how we may use or disclose you're PHI and by limiting who may see your PHI.
- Obtaining your consent before releasing your PHI for any purpose other than the purposes identified in this policy.

Your rights:

- You have the right to obtain and inspect copies of your PHI. You may submit your request in writing to Healthy Achievers.
- You have the right to receive a list of instances in which we disclose your PHI for purposes other than treatment, payment or healthcare operations.
- You have the right to request that we place additional restrictions on out use or disclosure of your PHI.
- You have the right to request that we amend your PHI. Your written request must explain why the information should be amended.
- You have the right to register a complaint. If you believe we have violated your privacy rights you may file a complaint with us by submitting your complaint in writing to Executive Officer of Healthy Achievers.
- If you have a request, complaint, or question regarding how Healthy Achievers handles your PHI you may contact us by email at: info@healthyachievers.com or by calling us at: Healthy Achievers, 280 Heritage Ave. Unit J, Portsmouth, N.H. 03801. Atten: HIPAA Compliance.

This notice takes effect April 14, 2003 and will remain in effect until further notice. We must follow the privacy practices described as long as this notice is in effect. We reserve the right to change this notice and the new notice apply to all PHI we already have, as well as, any information we received in the future. We will post the most current copy of our privacy practices at our screenings and health related events.

